



# Maryland Judiciary

## Job Announcement

[mdcourts.gov/jobs](http://mdcourts.gov/jobs)

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<b>Opening Date:</b>	December 11, 2015	<b>Closing Date:</b>	December 28, 2015
<b>Job Title:</b>	Judicial Assistant	<b>Position Type:</b>	Regular Full-time
<b>PIN:</b>	059326	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Dorchester County Cambridge, MD	<b>Salary/ Grade:</b>	J6 \$33,471-\$36,447
		<b>Financial Disclosure:</b>	No

**Essential Functions:** The Judicial Assistant receives cases/ pleadings in the Clerk's Office. This position ensures filing meets requirements of rules and fees in compliance with Maryland rules. Enters data in the Uniform Court System updating cases and issuing orders. Distributes filings to appropriate areas. Assists customers, attorneys, and court related agencies by telephone and at the receiving counter. Functions as cashier processing fees and fines. Provides backup coverage for Courtroom Clerk. Retrieves files from file room, and files cases that have been updated. Performs other Clerk's Office duties as assigned.

**Education:** High School Diploma or GED from an accredited institution.

**Experience:** A minimum of one year of related experience.

**Preferred:** Associates Degree with advanced Computer knowledge and experience, or college related courses.

**Skills/Abilities:** Ability to interpret and apply job related policies and procedures in compliance with Maryland Rules. Ability to use independent judgment in deciphering documents. Ability to communicate professionally and tactfully with customers, fellow employees, and attorneys. Ability to manage multiple tasks. Ability to operate a personal computer, typewriter and computerized cash register. Ability to type 35 wpm to be determined by an assessment. Ability to perform data entry and pass the data entry assessment. Ability to lift file boxes up to 30lbs. Ability to perform all the essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Circuit Court for Dorchester County  
Attn: Hon. Amy Craig, Clerk of the Court  
206 High Street, P.O. Box 150  
Cambridge, Maryland 21613

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA**

**Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**